



Institutional Planning and Effectiveness Committee (IPEC)

DRAFT Meeting Minutes

April 9, 2026, 2:30 PM

Recorder: Nicole Duffin

LPC Mission Statement	LPC Planning Priorities 2025		
<p>Las Positas College is an inclusive, learning-centered, equity-focused environment that offers educational opportunities and support for completion of students' transfer, degree, and career-technical goals while promoting life-long learning.</p>	<p>Affirm LPC's unwavering commitment to equity by deepening campus-wide engagement, enhancing professional development, embedding equity-minded practices in decision-making, assessment, and accountability processes; and building capacity to resolve inequities.</p>	<p>Increase student success and completion through sustainable college practices, processes, academic support, removal of barriers, and focused professional development.</p>	<p>Establish a knowledge base and appreciation for health and wellness in the workplace; create a sense of urgency about wellness; prioritize wellness in decision-making, assessment and accountability; and build capacity to support wellness.</p>
Chair	Faculty	Classified Professionals	
<p><input checked="" type="checkbox"/> Rajinder Samra</p>	<p><input checked="" type="checkbox"/> Karin Spirn, A&H <input checked="" type="checkbox"/> Nadiyah Taylor, BSSL <input type="checkbox"/> Vacant, PATH <input checked="" type="checkbox"/> Ruchira Majumdar, STEM <input checked="" type="checkbox"/> Michael Schwarz, Student Services</p>	<p><input type="checkbox"/> Lina Chea <input type="checkbox"/> Lilibeth Juarez <input checked="" type="checkbox"/> Suzanne Kohler <input type="checkbox"/> Aubrie Ross <input checked="" type="checkbox"/> Tania Torres</p>	
Students	Administrators	Guests	
<p><input checked="" type="checkbox"/> Kazuya Yasui <input checked="" type="checkbox"/> Tala Ghandour</p>	<p><input checked="" type="checkbox"/> Dr. Dyrell Foster <input checked="" type="checkbox"/> Jeanne Wilson <input type="checkbox"/> Nan Ho <input type="checkbox"/> Sean Brooks</p>	<p><input checked="" type="checkbox"/> David Rodriguez <input type="checkbox"/> Name</p>	

Attendance: 12

Agenda Item	Information/Discussion	Action/Assigned To
1.	<p>Welcome / Call to Order</p> <ul style="list-style-type: none"> • Meeting called to order at 2:33PM • Quorum was not met at the start of the meeting; introductions and discussion proceeded 	
2.	<p>Presentations of the status of current college planning priorities</p> <ul style="list-style-type: none"> • <i>Dr. Wilson:</i> Establish a knowledge base and an appreciation for equity; create a sense of urgency about moving toward equity; institutionalize equity in decision making, assessment and accountability and build capacity to resolve inequities. <ul style="list-style-type: none"> ○ <u>Three Theme Areas Accomplishments:</u> <ol style="list-style-type: none"> 1) Access & Belonging: Enhanced through cultural programming, free tuition, and streamlined dual enrollment access 2) Equity in Practice: Efforts included anti-racist hiring practices, leadership collaboration on race and equity, DEI training, and data-driven planning to improve accountability 3) Targeted Support & Pathways: Embedded support programs and an approved equity plan strengthened pathways for disproportionately impacted students ○ <u>2026 Priorities:</u> <ul style="list-style-type: none"> ▪ Sustaining cultural programs, improving campus climate, and expanding support for undocumented students. ▪ Equity efforts will deepen in hiring and development, while targeted support will expand through outreach, tracking, and aligned student success initiatives. ○ Committee Discussion <ul style="list-style-type: none"> ▪ Committee discussed whether the equity planning priority should “graduate” or continue. Members noted that equity work is increasingly institutionalized through the Student Equity Plan, hiring practices, faculty evaluation language, data disaggregation, and targeted student support structures. ▪ Several members expressed concern that “graduating” the equity priority could be misinterpreted as reducing the college’s focus on equity, particularly given ongoing external changes, evolving student needs, and uncertainty around future funding. 	

	<ul style="list-style-type: none"> <ul style="list-style-type: none"> ▪ Committee members suggested that if the priority is eventually considered self-sustaining, the language should avoid implying the work is complete or going away; alternatives such as “fully integrated” were discussed. • <i>Dr. Foster:</i> Establish a knowledge base and appreciation for health and wellness; create a sense of urgency about wellness; institutionalize wellness in decision-making, assessment, and accountability; and build capacity to support employee well-being. <ul style="list-style-type: none"> ○ <u>Three Theme Areas Accomplishments:</u> <ol style="list-style-type: none"> 1) Awareness & Culture of Wellness: Became a college priority through visible activities and a caring campus culture that promotes well-being and collaboration 2) Institutional Practices & Workload Sustainability: Leadership focused on sustainable planning, balancing workload and capacity, and leveraging AI to improve efficiency 3) Resources, Supports, & Engagement: Expanded wellness resources, professional development, and cross-divisional engagement strengthened employee growth, resilience, and community. ○ <u>2026 Priorities:</u> <ul style="list-style-type: none"> ▪ Strengthen a campus-wide culture of wellness through ongoing training and communication, while integrating workload balance, realistic expectations, and AI-supported efficiency into sustainable planning. ▪ Expand wellness resources, professional development, and mental health support, and increase employee engagement, recognition, and cross-campus collaboration. ○ Committee Discussion <ul style="list-style-type: none"> ▪ Committee discussion connected wellness to workload sustainability, capacity, institutional practices, and the need to normalize declining additional work when capacity is limited. ▪ Members noted that wellness should include not only visible events and resources, but also sustainable workflows, realistic expectations, workload balance, and practices that reduce burnout. • Quorum was met at 2:49PM 	
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3.	<p>Review & Approve Agenda</p> <ul style="list-style-type: none"> • Rajinder Samra introduced the proposed agenda for review at 3:02PM. A motion was made to formally approve the agenda. • Motion: Suzanne Kohler • Second: Nadiyah Taylor • Vote Aye (unanimous); no nays; no abstentions. 	
4.	<p>Review & Approve Minutes from 3.12.2026 Meeting</p> <ul style="list-style-type: none"> • Rajinder Samra presented the meeting minutes from the March 12, 2026 meeting for review, discussion and approval. • A motion was made to formally approve the meeting minutes from the IPEC meeting on March 12,2026. • Motion: Karin Spirn • Second: Ruchira Majumdar • Vote: Motion carried, Ayes in favor, no nays; one abstention—Nadiyah Taylor 	
5.	<p>Discuss a potential new college planning priority</p> <ul style="list-style-type: none"> • <i>Review and discuss feedback received from the college community/stakeholders</i> <ul style="list-style-type: none"> ○ <i><u>Rajinder:</u></i> Student demand remains healthy and outcomes are generally strong, supported by ongoing improvements to curriculum, pathways, partnerships, and tangible progress in access and equity. Key challenges include constrained staffing capacity, funding and space limitations, operational overload, and the disruptive impact of AI. <ul style="list-style-type: none"> ▪ <i><u>Karin & Tania:</u></i> This year’s program reviews highlighted themes of capacity, innovation, and workload, with concerns that current demands can detract from high-impact work that best serve students and the college. ▪ A survey of 64 employees identified key priorities including reducing administrative burden and paperwork, improving staffing and capacity, strengthening IT and cross-departmental integration, providing better onboarding and training, and developing clear AI guidance ▪ Responses emphasized the need to modernize processes, reduce redundant and time-sensitive overload, and better align organizational structure and resources with current needs. ○ Committee Discussion <ul style="list-style-type: none"> ▪ Committee discussed whether the emerging priority should focus on modernizing workflows and reducing organizational barriers so employees can spend more time on high-impact work 	

	<p>that directly benefits students and the college.</p> <ul style="list-style-type: none"> ▪ Specific examples included paper-based or duplicative forms, reimbursement delays, field trip and funding-request processes, website/form version control, club funding processes, and bottlenecks in business services, IT, and other operational areas. ▪ Members discussed “deep work” and email culture as contributors to workload strain, including the need for clearer expectations around email response practices, boundaries, and training. ▪ AI was discussed as a possible tool to improve efficiency, streamline communication, support workflows, and reduce administrative burden, while also requiring guidance and training. ▪ Committee members discussed whether this should become a new standalone priority, be integrated into the wellness priority, or connect to student success/completion; members also expressed interest in keeping the total number of planning priorities manageable, preferably no more than three. 	
6.	<p>Good of the Order</p> <ul style="list-style-type: none"> • No items discussed 	
7.	<p>Adjournment</p> <ul style="list-style-type: none"> • A joint motion was made to adjourn. <ul style="list-style-type: none"> ○ Motion: Ruchira Majumdar ○ Second: Kazuya Yasui ○ Vote: Aye (unanimous); no nays; no abstentions. • Meeting adjourned at 4:06PM 	

Next meeting: May 14th, 2026